

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
July 27th, 2022 Board Meeting Minutes
7:30 PM, Wyckoff Public Library and virtual

“The July 27th Regular Meeting of the Library Board of Trustees is now in session. In accordance with the Open Public Meetings Act, notice of this meeting appears on our Annual Schedule of Meetings. A copy of said Annual Schedule has been posted on the bulletin board in Memorial Town Hall; a copy has been filed with the Township Clerk, The Record, The Ridgewood News and the North Jersey Herald and News – all newspapers having general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting the Agenda thereof was similarly posted, filed and mailed to said newspapers.” Formal action may be taken at this meeting.

Board Member Attendance:

Present: Rudy Boonstra, Peggy Chagares, Lauren Cohen, Lauren McCarthy, Lori Peters

Absent: Vince Antonacci, Lauren DeKorte, Tony Donato, Brian Saxton

Staff Attendance: Laura Leonard, Library Director (virtual due to Covid) and Giulia Bombace, Recording Secretary

Public Comments: None

Open Session

Board Business:

Secretary’s Report:

The May 18th, 2022 Wyckoff Library Board of Trustees Meeting Minutes was distributed. The minutes will be tabled until the September meeting.

The June 15th, 2022 Wyckoff Library Board of Trustees Meeting Minutes was distributed. The minutes will be tables until the September meeting.

Treasurer’s Report

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The June 2022 Treasurer's Report was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Lauren McCarthy to approve the June 2022 Treasurer's Report.

Voting in favor: Rudy Boonstra, Peggy Chagares, Lauren Cohen, Lauren McCarthy, Lori Peters

Voucher List

The July 2022 Voucher list was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Lauren McCarthy to approve the July 2022 Voucher List.

Voting in favor: Rudy Boonstra, Peggy Chagares, Lauren Cohen, Lauren McCarthy, Lori Peters

RESOLUTION # 2022 - 11 : AUTHORIZE PAYMENT OF AUGUST BILLS

WHEREAS, the Wyckoff Free Public Library has a real need to pay its bills every month without delay or omission to keep the Library operating without interruption; and

WHEREAS, the procedure requires the Board of Trustees to review and approve all bills before the Director is authorized to release payment of claims and this review occurs at the Board's regular monthly meeting; and

WHEREAS, the Board has decided not to meet during the month of August 2022;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Wyckoff Free Public Library as follows:

1. The Library Director is hereby authorized to pay all August bills that cannot be held until September after acquiring signatures from two trustees, one of whom will be the Treasurer, without first presenting these checks to the full Board.

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2. The Administrative Assistant/Bookkeeper will follow her usual and customary procedure and not release any checks without first obtaining vendor signatures on the vouchers.
3. These payments will be added to an August Voucher List that will be approved by the Board at their September meeting after these payments have been made, and therefore included in the Library's permanent financial records.
4. The list of all vendors who have submitted valid claims that will be paid in August and the Bookkeeper's estimate of what these bills may amount to is attached to this resolution. The Board understands and accepts that these are only estimates and the actual amounts may vary.
5. The Treasurer shall certify that funds are available for each claim to be paid prior to the Library Director's authorizing payments.

Estimate to pay bills in August

1. Amazon - DVDs	\$400.00
2. Amazon – Supplies/Maker	\$400.00
3. Amazon - Video Games	\$1,000.00
4. Baker & Taylor	\$600.00
5. Blackstone Audio	\$500.00
6. Cartridge World	\$400.00
7. Cengage Learning	\$400.00
8. De Lage Landen Financial	\$420.00
9. Demco	\$150.00
10. Denise Marchetti	\$300.00
11. Displays2Go	\$50.00
12. Donna Barone	\$250.00
13. Dolores Goetschius	\$150.00
14. Environmental Climate Control	\$800.00
15. Giulia Bombace	\$125.00
16. Heather Layng	\$100.00
17. Horizon Termite	\$56.00
18. Ingram Library Services	\$7,000.00
19. Johns Aquarium	\$250.00

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20. Lanyi & Tavald, Inc.	\$75,315.00
21. Laura Leonard	\$75.00
22. Stephen Crispini	\$50.00
23. Metropolitan Communications	\$526.00
24. Midwest Tape (Hoopla)	\$1,200.00
25. Optimum	\$320.00
26. Overdrive	\$3,000.00
27. PSE&G	\$600.00
28. ReadyFresh	\$300.00
29. Riley McArthur	\$50.00
30. Rockland Electric	\$5,000.00
31. R&S Landscaping	\$882.00
32. Staples Advantage	\$650.00
33. T-Mobile	\$88.00

Motion by Lori Peters seconded by Lauren Cohen to approve Resolution 2022-11: Authorize Payments of August Bills.

Voting in favor: Rudy Boonstra, Peggy Chagares, Lauren Cohen, Lauren McCarthy, Lori Peters

RESOLUTION # 2022 - 12 : Payment of Vendors in Advance

WHEREAS, NJSA 40A:5-16 establishes requirements for local units of government to pay out moneys; and,

WHEREAS, the Local Boards, as permitted by NJSA 40A:5-16 c(1) may establish circumstances deemed appropriate to make payment to vendors when required in advance of the delivery of certain materials or services when otherwise the payment would not be in compliance with NJSA 40:5-16 a and b; and,

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees of the Wyckoff Free Public Library that the below claims for payment are authorized in advance of the goods or services being provided in accordance with NJSA 40A:5-16 c (1).]

Brian Richards #25139, \$350.00, Children's program 7/28

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The Artful Easel #25129, \$250.00, Acrylic Painting 7/28
Food Explorers #25140, \$250.00, Children's program 8/2
The Artful Easel #25135, \$250.00, Teen program 8/3
Hope's Promise #25133, \$475.00, Children's program 8/4
Juggling Hoffmans #25137, \$650.00, Children's program 8/10
City Winds Trio #25136, \$395.00, Children's program 8/18
Splash Lab #25132, \$170.00, Children's program 8/30

Motion by Lori Peters seconded by Lauren McCarthy to approve Resolution 2022-12: Payment of Vendors in Advance.

Voting in favor: Rudy Boonstra, Peggy Chagares, Lauren Cohen, Lauren McCarthy, Lori Peters

Other Financial Matters

A draft of the audit is complete and copies will be bound and distributed in September.

General

Summer Reading Program

The Summer Reading program is going very well. Patrons love the decorations and participation is excellent compared to the last two years.

AV upgrade

We are hoping the work can get started as soon as materials are received. Some of the funds are from capital and some are from donations.

Ongoing Business

Bathroom Renovations

Work is underway and inspection is on Friday. Phase 2 of construction will start in mid August.

Director's Report

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The library is not just about the programs and collections, but a place people can connect and gather. A comment overheard from a parent responding to their child and they captured one of the benefits a library provides beyond the loaning of materials: they said, "Yes, when we come to the library we get to see old friends and make new friends." Last year was still a transition but this year we are fully back to business as usual. Staff member Steph Crispini, Circulation Assistant/Maker Mentor, is one of this year's recipients of a BCCLS scholarship. Mayor Boonstra thanked Ms. Leonard and the board for letting the Junior Police Academy use the Shotmeyer Room for their week-long camp and hold their closing ceremony in the Shotmeyer Room. There were 98 cadets. Ms. Leonard said the program was so well run as usual.

Committee Updates

none

Adjournment

Motion by Lori Peters second by Lauren Cohen to adjourn the meeting.
All were in favor and the meeting was adjourned at 8:27 P.M.

The next meeting will be held on Wednesday, September 21st, 2022.

Margaret Chagares, Board President

Laura Leonard, Library Director